

Consolidated RFP Updates, Reminders and Other Multifamily News

The 2021 Consolidated Request for Proposals/2022 Housing Tax Credits Round 1 is fast approaching and we are releasing more early application materials to help applicants move forward in the application process.

We also want you to be aware of the following important dates and information as well as some general Multifamily updates and reminders.

In this eNews, you will find information about the following:

- [Important Dates](#)
- [Continue Working On Your Application: Several More Pieces Now Available](#)
- [Section 811 Project-based Rental Assistance \(PRA\) Program Pre-Application](#)
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- [Preservation Projects - Risk of Loss Work Scope](#)
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- [Looking to Rehab a Property Outside of the Consolidated RFP?](#)

Important Dates

The expected dates for the 2021 Multifamily Consolidated RFP/2022 HTC Round 1 are listed below.

- **Wednesday, April 14 at noon:** Pre-application for Innovative Construction Techniques due
- **Wednesday, April 14:** Consolidated RFP published and Intent to Apply and application materials available in the Multifamily Customer Portal
- **Thursday, May 20 at noon:** Intent to Apply deadline
- **Thursday, May 20 at noon:** Section 811 PRA Program pre-application due
- **Thursday, June 10:** Applicants will be notified of Section 811 PRA Program eligibility
- **Thursday, July 15 at noon:** Multifamily application deadline including site control, qualification forms, and financials.
- **December:** Minnesota Housing Board meeting

Continue Working On Your Application: Several More Pieces Now Available

Several more important application pieces that allow applicants to get started sooner are available now on our [website](#):

General Documents:

- [Scoring Guide: 2021 Consolidated RFP/ 2022 HTC Rounds 1 and 2](#)
- [Bond Tests Analysis](#)
- [2022 Housing Tax Credit Market Study Guidelines](#)
- [Revised 2022-2023 Self-Scoring Worksheet \(SSW\)](#)

The following minor revisions were made to the 2022-2023 SSW:

- Clarifications to Qualified Allocation Plan (QAP) reference language (fka HTC Program Procedural Manual).
- Updated Deeper Rent Targeting to reference “project-based rental assistance” instead of “federally assisted projects”.
- Added a box to capture the number of restricted senior units.
- Clarified that the dependency between Rental Assistance and Preservation only applies to Preservation Tier 1.

Preservation Document:

- [Three Year Critical Needs Model](#)

Supportive Housing Documents:

- [Continuum of Care \(CoC\) Confirmation Form](#)
- [County or Tribal Human Services Letter of Confirmation](#)
- [People with Disabilities \(PWD\) Narrative](#)
- [Housing Support Funding Commitment Letter](#)
- [Supportive Housing Narrative](#)

The following items were previously released and are available on our website:

- [2021 Multifamily Workbook](#)
 - [Troubleshooting the Multifamily Workbook](#)
- [2021 Multifamily Workbook Release Notes](#)

Coming Soon:

- **2021 Multifamily Underwriting Standards** - we anticipate releasing the 2021 Multifamily Underwriting Standards before April 14 so please [check our website frequently!](#)

All other application materials are scheduled to be released on April 14.

Section 811 Project-based Rental Assistance (PRA) Program Pre-Application

[Section 811 PRA](#) is a program of the U.S. Department of Housing and Urban Development (HUD). The purpose of Section 811 PRA is to expand the supply of supportive housing that promotes and facilitates community integration for people with significant and long-term disabilities. In partnership with Minnesota Department of Human Services, Minnesota Housing was awarded funding for approximately 160 new units of PRA.

Section 811 PRA are anticipated to be available for units for people with disabilities through the 2021 Consolidated RFP. Applicants must submit an 811 pre-application in the [Multifamily Customer Portal](#) to determine eligibility for the program prior to submitting a full Consolidated RFP application. Applicants will be notified about eligibility for the program prior to the application due date.

To learn more about Section 811 PRA, please [watch this video](#) with Commissioner Jennifer Ho.

Section 811 PRA Pre-application Timeline

- **Wednesday, April 14:** Section 811 PRA pre-application materials available in the Multifamily Customer Portal
- **Thursday, May 20 at noon:** Section 811 PRA pre-application due
- **Thursday, June 10:** Applicants will be notified of Section 811 PRA Program eligibility

Section 811 PRA Pre-application Materials

- [Section 811 PRA Pre-application](#)
- [Section 811 PRA Workbook](#)
- [PWD Section 811 PRA Narrative](#)

All application dates are contingent on a final award agreement between Minnesota Housing and HUD.

Reminder: Apply for Funding through the Multifamily Customer Portal

As a reminder, all developers must apply for funding in our Multifamily Customer Portal. To learn more about the Portal and to request a user account, visit our [Portal resources webpage](#). Applicants seeking Section 811 PRA must complete the Section 811 PRA Pre-Application checklist within the 2021 RFP/2022 HTC Round 1 funding round.

Projects with Existing Minnesota Housing Debt

If a preservation project has existing Minnesota Housing debt that you want counted under Financial Readiness in the Self-Scoring worksheet, contact the [Request for Action \(RFA\)](#) team **no later than Friday, May 28, 2021**. If you don't contact us by this date, Minnesota Housing staff may not have time to process your request which could impact scoring.

Innovative Construction Techniques Pre-application

New to this year's Multifamily Consolidated RFP, Minnesota Housing is offering a selection preference for projects that will use Innovative Construction Techniques (ICT). To be eligible for this selection preference, a pre-application is **required** for projects that will achieve or will pilot a technique to achieve one or both of the following goals:

- reduce total construction cost by at least 10%, and/or
- reduce the time a project is under construction by at least 20%.

Please refer to the [2022-2023 Self-Scoring Worksheet](#) and the [Innovative Construction Techniques Pre-application Requirements](#) for additional details on how the preference will be used to evaluate different project proposal types that apply in the Multifamily Consolidated RFP, and in accordance with the [2022-2023 Qualified Allocation Plan](#) and the Consolidated RFP Application Instructions.

Pre-Application Submission Deadline and Instructions

ICT pre-applications are due by **12:00 p.m. CST on Wednesday, April 14**. Minnesota Housing will review pre-applications and inform applicants whether their proposed ICT is approved for the ICT preference no later than **Wednesday, May 12**.

Please submit the required items listed in the [Innovative Construction Techniques Pre-application Requirements](#) to mhfa.app@state.mn.us via the [Multifamily Secure Upload Tool](#). Please review the [Secure Upload Tool Instructions](#) for more information about the submission process.

For questions about ICT, please contact Mike Thomas, Staff Architect at mike.thomas@state.mn.us or 651.276.1170.

Upcoming Training Opportunities for the Scoring Wizard and the New Self-Scoring Worksheet

Scoring Wizard

We are excited to announce a new Scoring Wizard for the [Self-Scoring Worksheet](#) that all applicants will use for scoring their application to the 2021 Consolidated RFP. The Scoring Wizard is a new tool within the Multifamily Customer Portal that will replace the Excel version of the Self-Scoring Worksheet. [Learn more about the new Scoring Wizard](#). Two live training opportunities are scheduled for:

- Thursday, April 15, 1:00-2:00 p.m. - [Register Now](#)
- Monday, April 26, 11:00 a.m.-12:00 p.m. - [Register Now](#)

2022-2023 Self-Scoring Worksheet

Minnesota Housing is committed to providing training on the new 2022-2023 Self-Scoring Worksheet. In addition to one-on-one, project-specific technical assistance, two live training opportunities will be hosted to provide an in-depth look at the scoring and supporting documentation requirements.

- Monday, April 12, 10:00 - 11:00 a.m. - [Register Now](#)
- Monday, May 3, 10:00 - 11:00 a.m. - [Register Now](#)

All trainings will be recorded and posted on our [website](#).

Market Studies: Updated Market Analyst List and COVID-19 Guidance

Updated Market Analyst List

The Internal Revenue Code Section 42(m)(1)(A)(iii) requires HTC projects to select an authorized market analyst to complete a market study when submitting an HTC project proposal for funding. The [Authorized Market Analyst List](#) has been updated and is current for the 2021 Consolidated RFP. You must use an analyst from this list.

New this year: we added a pilot list for analysts new to HTC market studies. Minnesota Housing does not endorse or recommend any market analyst on the list and will not be a party to the individual transactions. Analysts must follow Minnesota Housing's [Market Study Guidelines](#).

COVID-19 Guidance

Market study analysts may encounter hindrances to completing work, particularly related to field work and accessing market information. Disruption to regular office hours for important contacts such as property managers, HRAs, and planning officials, and teleworking may create delays in analysts' ability to obtain certain market information. If circumstances restrict analysts' ability to complete a market study, Minnesota Housing suggests the following alternatives for information-gathering.

Field Work:

- Consult third parties, such as architects or engineers
- Use internet services such as Google Earth, Google Street View, Bing, or county assessor websites
- For existing properties, request a virtual tour or photographs of the site from the property manager
- For new construction, the developer may also be a resource for photographs

Surveying Current Rent Data

- Use alternative data sources for rents
- Access published information on properties' or management companies' websites
- Consider aged data from an interview from the recent past (to be disclosed in the report if used)

If any of these alternatives or others are used to produce the market study, the analyst must disclose and detail their methods.

Please contact HTC.MHFA@state.mn.us if you have questions about the guidelines or any COVID-19 related concerns.

2022-2023 Qualified Allocation Plan Methodology Update

The Need for More Affordable Housing Options, Qualified Census Tracts (QCT)/Tribal Equivalent Areas, and Workforce Housing Communities [methodologies](#) have been updated to reflect the most recent data available. The updates added communities that met the thresholds under the need for more affordable housing, QCT/Tribal Equivalent Areas and workforce housing. Communities were added with these updates; no communities were removed. These updates are also reflected on Minnesota Housing's [Community Profiles webpage](#).

Choice Limiting Actions

HUD's regulations at 24 CFR 58.22 prohibit recipients and their partners from committing or spending HUD or non-HUD funds on any activity that could have an adverse environmental impact or limit the choice of reasonable alternatives prior to completion of an environmental review once a project has become "federal."

If you are applying for a first mortgage from Minnesota Housing, please be aware that this source triggers an Environmental Review, which must be completed prior to taking any choice limiting actions. Taking any of these actions prior to completion of the Environmental Review will cause your project to lose federal funding.

Choice Limiting actions include:

- Completing site acquisition
- Demolition
- Signing contracts: Architect's contracts, general contractor contracts, attorney contracts, purchase contracts for materials
- Spending money: Purchase of supplies and materials intended for project
- Construction or rehabilitation beyond normal, routine property maintenance

If you have any questions, please contact Jennifer Wille, Federal Programs Manager at jennifer.wille@state.mn.us or 651.296.9821.

Scoring Tips: Walk Score

If applicants would like to request revisions of a location's Walk Score, contact Walk Score directly at mhfa-request@walkscore.com. Walk Score staff will review the request and make necessary adjustments to scoring within 45 business days. If an address can't be found in the Walk Score tool, use the closest intersection within ¼ mile of the proposed location. For more information, contact Kody Thurnau at kody.thurnau@state.mn.us or 651.215.5972.

Preservation Projects - Risk of Loss Work Scope

Due to COVID-19, Minnesota Housing staff architects will not be conducting site visits of occupied buildings to validate critical needs. Projects seeking Preservation Risk of Loss Consolidated RFP selection points must be diligent in documenting critical needs using photographs and detailed descriptions.

Staying in Touch

Questions about the Consolidated RFP/HTC Round 1?

- Systems Questions: Email mhfa.app@state.mn.us
- All Other Questions: Complete and submit the [Technical Assistance Request Form](#)

Sign Up for Application Updates

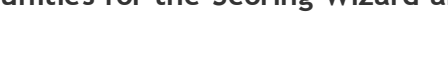
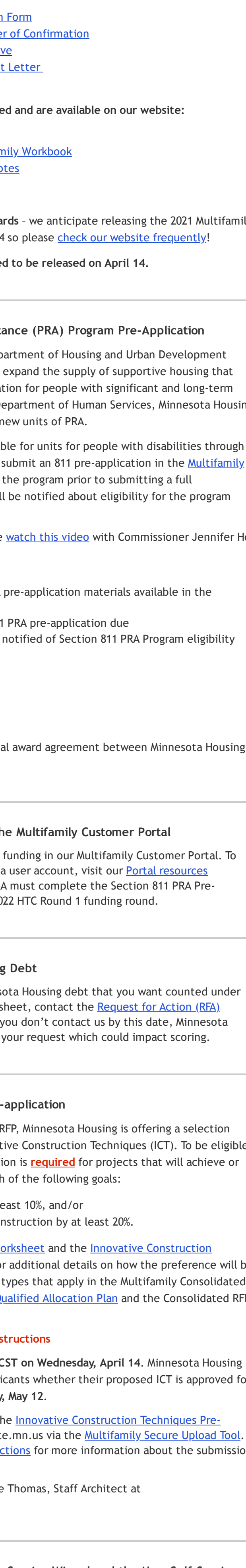
Stay up to date on 2021 RFP/2022 Housing Tax Credits Round 1 news and updates by signing up for our eNews list.

[Click here to sign up for eNews](#)

Looking to Rehab a Property Outside of the Consolidated RFP?

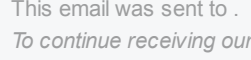
Minnesota Housing offers amortizing first mortgages year-round with terms up to 35 years! You can refinance and/or rehab properties of any age by using the proceeds of a LMIR loan. Did you know that equity cash-out is permitted with refinances? Fix up your existing properties or invest in other housing opportunities by refinancing today.

Contact [Caryn Polito](#) to learn more and get started.



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